



Frequently Asked Questions

Q: What is a typical CMCP class?

A: CMCP classes are scheduled from 9:00 AM-4:00 PM, and include a 60 minute lunch and two short breaks. Students should expect to participate in individual and group exercises. The classes are highly interactive combining lectures with group exercises.

Q: Who else will be in the CMCP class?

A: Incoming participants come from a cross-section of executive branch organizations. The diverse cohorts come from diverse business disciplines and bring a wealth of knowledge and experience, facilitating the perfect opportunity for professional networking. There are generally 25-28 participants per class. The minimum number of students per location is ten (10).

Q: Who teaches the classes?

A: The CMCP Faculty includes a combination of agency professional trainers and subject matter experts and experienced trainers with public sector experience.

Q: What are the requirements to graduate and receive a certificate of completion from the CMCP program?

A: Participants need to complete the following requirements to receive their certificate:

- Completion of all Commonwealth Mandatory trainings
- Attendance at 7 required courses and completion of required assignments
- Submission of the Final Project Proposal
- Presentation of the Final Project

Q: What amount of work is required outside the classroom sessions?

A: Work outside of the classroom is limited. Some classes may require participants to do some reading prior to the scheduled class. One independent project is required at the end of the program.

Q: What is the mentoring component of the CMCP program?

A: The mentoring component of the program provides a forum for program participants to partner with Executive Branch leaders and apply real world, practical experience to the concepts, knowledge and skills gain in CMCP, immediately on the job.

Q: How often are mentor and mentee required to meet?

A: Mentors and mentees will meet for 1-hour monthly for the duration of the certificate program.

Q: Is there parking and meals available?

A: Free onsite parking is generally available in all locations outside of Boston. In Boston, there is no parking available except for private parking garages. Public transportation is strongly recommended for Boston participants. Typically, there are a wide variety of casual food establishments (national chains) within a 5 minute drive of the training sites. Taunton. . The Boston location has a full service cafeteria and coffee shop onsite.

Q: What happens if I cannot attend all classes? Will I still receive a certificate?

A: Each class is offered in several different locations, on different dates each month. You have the opportunity to change a class to a different location and date, if needed. If none of the dates work for you, you will need to contact MassHR-CMCP@MassMail.State.MA.US. **If you miss two or more classes**, you will have to reapply for the program next year and complete all classes again in order to receive a certificate.

Q: Are there makeup dates for classes that are missed?

A: No, there are not makeup classes for missed classes unless the class is cancelled due to inclement weather. Participants should call the MassHR 24 hour hotline at (617) 878-9878 to confirm if classes have been cancelled or are delayed. If you miss a class you may attend on a different date if courses are still available.

Q: How do I change my class to a different date?

A: Notify HRD at MassHR-CMCP@MassMail.State.MA.US as soon as you know you have a scheduling conflict. The program coordinator will need at least 48 hours advance notice to ensure that materials are available for you.

Q: How do I get the certificate at the end of the program?

A: The CMCP culminates in a graduation ceremony in June at the State House. Colleagues and families are invited to attend. If you are unable to attend the ceremony, contact the CMCP Program Coordinator at MassHR-CMCP@MassMail.State.MA.US to arrange receipt of your certificate.

Q: I do not supervise any staff but would like to prepare in case I have these responsibilities in the future. Can I apply to the CMCP?

A: No, the program is designed for Commonwealth employees who supervise and evaluate other employees. The program involves discussing supervisory situations participants have experienced in the office.

Q: I have attended another supervisor certificate program or series of supervisory classes in the past few years. Would I benefit from attending the CMCP?

A: Please review the topics for the 6 classes to determine the benefits to you.

Q: I have not completed all the Commonwealth mandatory training classes. Can I still participate in CMCP?

A: Yes, you may apply to attend CMCP, however you will need to complete all of the Commonwealth mandatory training classes in order to officially graduate and receive a certificate of completion for this program.

Q: Due to my work schedule, I will be an hour late a class each month. Is this allowed?

A: No, if you are accepted into CMCP, you will need to make arrangements with your supervisor to temporarily modify your schedule for the one day per month you will be attending class.

Q: How do I apply to the program?

A: To apply to the Commonwealth Manager Certificate Program

1. Submit an updated copy of your resume to MassHR-CMCP@MassMail.State.MA.US
2. Complete and submit the [online application](#)
3. Have your supervisor complete and submit a “[Letter of Recommendation Form](#)”
Obtain approval signatures from your supervisor and Head of Agency (or designee) on the “[Leadership Approval Form](#)”

Q: What if I still have questions about CMCP?

A: For additional questions please contact us at (617) 878-9878 or via email at MassHR-CMCP@MassMail.State.MA.US